

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 11, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Helen Smits, Bill Clancy, Paula Laundrie, John Van Dyck, Carole Andrews,
Susan Hyland, JoAnn Grashberger

Excused: Craig Huxford

Also

Present: Brian Shoup, Executive Director
Mary Johnson, Hospital & Nursing Home Administrator
Tim Schmitt, Finance Manager

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
HYLAND/GRASCHBERGER moved to modify the agenda to move item #6 ahead of #5.
The motion was passed unanimously.
3. **Approve Minutes of March 14, 2013 Human Services Board Meeting:**
ANDREWS/SMITS moved to approve the minutes dated March 14, 2013.
The motion was passed unanimously.
4. **Executive Director's Report**

Brian Shoup, Executive Director, gave his director's report.

Mental Health

- Shoup reported that Chairman Lund is also the Chair of the Executive Committee and that Committee approved the creation of two full time Advanced Practice Nurse Prescribers (APNPs). That resolution will go before the full County board. These positions will be employee positions and will replace a .75 contractor APNP and a half-time psychiatrist, which is a net increase of .75 in prescriber time. Shoup stated that he hoped this resolution will pass and once started, it should start to cut into our wait list.

Citizen Board Member Paula Laundrie entered at 5:18 p.m.

Family Care

- Shoup stated that the Joint Finance Committee came to town Wednesday and took testimony. Shoup could not get there when it first started due to a prior commitment and was told his verbal testimony would not be taken for four hours. He submitted written testimony. (Recording Secretary Kara Navin handed out copies of the written testimony to the board.) The written testimony stated that we support the expansion of Family Care but that we differed from Rolf Hanson in that we indicated that if there wasn't sufficient support in the legislature, we would support a Plan B. That plan would have the legislature give us additional dollars to serve people on the waiting list. Representative Nygren will be contacting us shortly with ideas regarding this. The legislature could choose to expand family care.

Management Vacancies

- Mary Johnson, our CTC Administrator is stepping down and retiring at the end of April. We have a director of nursing vacancy at our psychiatric hospital as well as two clinical supervisor vacancies. We are going to struggle to fill some of these positions. Supervisor Clancy inquired at last month's meeting about this and we stated why we are at a competitive disadvantage. To put in perspective, we have received seven applications for the CTC Administrator position and we have only one potential individual that qualifies. Three of the applicants were CNAs. As a result, one of the things we are looking at is leasing an interim administrator. Shoup contacted two of them and has one quote of an annualized figure of \$276,000. We are exploring another alternative but are not prepared to give any details at this time. We are going to have to look at some sort of interim administrator to allow us more time to recruit.
- At the Human Services Committee last month, Shoup reported on the administrator vacancy and the committee may go into closed session to discuss the recruitment problems we have.
- We also have a vacancy for the manager of outpatient services. Shoup has appointed our Long Term Care Manager Ian Agar as Interim Mental Health Manager and he will be stepping in to provide some leadership for the clinic. We are currently short in terms of leadership positions in the clinic. In the Long Term Care unit, we are having one of the supervisors assuming some management duties.

Q: Citizen Board Member Laundrie stated that she does not believe we are tapping a possible resource that is available. She stated there are individuals like herself who still have energy, are great with kids and families and will work for a fraction of the cost. Why aren't we utilizing those types of people for some of our open positions?

A: Shoup stated that we have qualifications and standards for every position and we judge each applicant on that basis.

County Board Supervisor Van Dyck stated that we should take a look at potential changes at the line staff level (multiple part-timers vs. a full-time person) in order to free up more money for the higher up positions. Van Dyck stated that he predicts the class and comp

study is going to show that we have a group of underpaid management and overpaid line staff. Having more part-time people for line staff would save money and we wouldn't need to give benefits. Chairman Lund stated that has been looked into and that we have higher deductibles for county workers in line with what the private sector has been doing.

- Shoup stated that there are certainly some positions that need to be looked at compared to the market. One of the problems with replacing full-time positions with part-time personnel is the fact that we already run lean with supervisor/supervisee ratios. A part-time person takes as much time as a full-time person for supervision. That would require a much greater burden on the line supervisors. Those line supervisors are critical as they ensure the quality of services. The clerical/support areas may be an area to consider for this sort of change.

Citizen Board Member Smits stated that you really need to have continuity of care with the type of clients we serve. The more part-time personnel we have, the more difficult that would be.

- Shoup stated that one of the initiatives that Mary Johnson had undertaken two years ago was eliminating our nurse manager positions and replacing them with charge nurses. These RNs assigned as charge nurses were the equivalent of a lead worker. This resulted in a savings out of the administrative side of our operation.

Chairman Lund stated that we haven't done a class and comp study since 2000 and that is too long of a period of time. It makes it hard on Human Resources to always be studying peoples' positions. If you show you are making an effort to rectify the salary issue, you have a good chance of keeping long-term employees.

- Shoup stated that we need to be careful. In the 3 ½ years since he's been here, there were often statements made at County Board meetings that have damaged the well of recruitment. Brown County has developed a reputation that hurts us when recruiting. However this is improving.

Q: Citizen Board Member Laundrie stated five years ago, she was visiting a student at CTC and was speaking with a male CNA. That employee was making a lot more than her even with her master's degree. With him announcing that, could that be negative for recruitment?

A: Shoup stated that the CTC leadership took steps to curtail overtime several years ago and this has rectified the problem.

VAN DYCK/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

5. Financial Report

- Schmitt reported the year end results for 2012. For Community Programs, we had a surplus of \$2.1 million due to cost controls in wages, fringes and contracted services. For the Community Treatment Center, we had a deficit of

\$500,000 due to lower census in the hospital and fewer private pay patients in the nursing home. We will be transferring \$1.6 million to the general fund.

Q: Citizen Board Member Laundrie had a question regarding the 2013 Contract Status Log in the packet. She questioned how we come up with the contract amount for each vendor and what it is based on.

A: Shoup stated that most of the listed vendors are in Long Term Care and have to do with residential services, assisted living and CBRFs. When Family Care ultimately expands, we would be losing the majority of our vendors. Out of our current \$107 million budget, we outsource 2/3 of our services. We typically are not in the business of providing residential care as it is much more easily and efficiently purchased. Shoup added that there are also child protection, behavioral health and juvenile justice vendors that we use. Chairman Lund stated that the reason we have this contract status log is that we require a list of all vendors and how much they got paid. In the past, there was an item in the budget that just said "vendors" with no details and no transparency. Shoup stated that we determine the amount through a process that Tim Schmitt, our Finance Manager and Jill Rowland, our Contracts Manager, are involved in. We are the steward of the citizens of Brown County who pay taxes and we take that seriously. The de-institutional move years ago resulted in a considerable increase in the use of community based care. Shoup offered to have our Manager of Network Providers, Jill Rowland, give a detailed report to address specific questions.

Citizen Board Member Laundrie stated she is very comfortable with Shoup's answer and there is no need for Rowland to present a report to the board.

ANDREWS/SMITS moved to receive and place on file.
Motion was carried unanimously.

6. Closed Session: Consideration of Candidate(s) for the Barbara Bauer Award

"A non-evidentiary closed session to discuss/consider the candidate(s) for the Barbara Bauer Award. Pursuant to Wis. Stat. § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Additionally, per Wis. Stat. § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Motion made by Andrews, seconded by Hyland to enter into closed session. Vote taken.
MOTION UNANIMOUSLY APPROVED.

Roll call: Van Dyck, Andrews, Clancy, Grashberger, Smits, Hyland, Lund, Laundrie

Motion made by Van Dyck, seconded by Andrews to return to open session. Vote taken.
MOTION UNANIMOUSLY APPROVED.

Roll call: Laundrie, Lund, Hyland, Smits, Grashberger, Clancy, Andrews, Van Dyck

LAUNDRIE/GRASCHBERGER moved to award the Barbara Bauer award to Mary Johnson.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Request for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, May 9, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

CLANCY/ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:07 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary